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ENDORSE EXISTING MARKING ☐DECLASSIFIED ☒ RELEASE ☒RELEASE DENIED ☐

A. The personal special assistant, responsible directly to the chief, would, apart from special assignments of highly responsible character made from time to time by the chief, have the following responsibilities:

1. Questions arising under the conditions set forth in the statute, and in the inter-governmental agreement, regarding:
(a) local government security objections to American press, radio and non-governmental representatives or to their work, (Section 3(a) and (b)); and (b) security questions as to local government officials and others dealing with the mission, (Section 3(c), (d) and (e)).
2. Questions concerning possible attempts to frustrate the objectives of the mission by subversion, diversion, non-cooperation, penetration or disloyalty to the purposes of the mission or its directors as well as to the United States. In particular, this would include: (a) questions arising with respect to the security of the staff and other personnel and their loyalty to the mission and to the United States, as well as positive infiltration by inimical agents; (b) over-all security assessment, for the chief, of procedures and appointments, particularly such as may involve utilization of personnel and dissemination of information; (c) security investigations and recommendations to the chief of mission for clearance or rejection of all applicants and all employees, whether aliens or United States citizens, who have not previously been cleared by the Department.
3. Reporting to the chief with respect to local subversive attacks on the purposes of the mission, such as communist party and Soviet activity, discontent in the local population directed toward the United States or the Mission, or United States policy; and assisting in the formulation of counter-effective action for the consideration of the chief. He would be expected to keep informed regarding local police and law enforcement regulations, and organization, and to report them.
4. For the foregoing purposes, to receive and analyze reports and other information flowing to the mission and available to it from all possible sources within and without the agencies of the United States and, upon direction from the chief, to direct further inquiry and undertake discussions with other American and foreign agencies on this subject.

B. In order to carry out the foregoing responsibilities, the incumbent would be expected, and have adequate authority and prestige of position, to advise the chief, and to act on behalf of the chief upon such delegation as the chief may make, as follows:

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1. Under the direction of the chief of mission, deal with the appointing and security authorities in the United States concerning clearances of staff members and other employees prior to appointment and to consider, review and recommend to the chief of mission on all matters involving rejection, limitation, termination or dismissal on security grounds of personnel utilized in or by the mission.
 2. Deal, with the consent and cooperation of the Ambassador, with appropriate experts on the Embassy staff, utilizing their services so far as possible. This would include the political reporters, intelligence, counter-intelligence, security officers, and others.
 3. Under the direction of the chief of mission, maintain communication with intelligence, security and counter-intelligence sources of the United States and the Department, and maintain supervision over the staff of the mission assigned to or concerned with those purposes.
 4. Under the direction of the chief of mission, maintain direct communication with civilian and military officials of the local government and available friendly governments for the same purpose. This would include police authorities. However, existing Embassy channels would be utilized so far as desirable and consistent.
 5. In relation to the foregoing, maintain direct contact with all other mission staff officers on behalf of the chief for the purpose of obtaining information, discussing proposals and submitting recommendations.
 6. Prepare, and advise the chief concerning, security procedures governing the information, personnel, communications, property and facilities of the mission, and generally undertake responsibility, under the direction of the chief of the mission, over staff concerned with enforcement of all aspects of procedure and policy touching on the personnel and physical security of the mission.
- C. To carry out the foregoing purposes, at least one subordinate confidential assistant and secretarial help would be necessary; preferably a person with knowledge of the local language should be obtained.

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